

New Parent Resources

Congratulations on your new life journey! Below are some resources you may need throughout the new parent process.

Leave of Absence

Visit [eSource](#) to find out more details about maternity and bonding leave such as:

- Eligibility Requirements
- Length of Leave
- Who to contact with questions about leave of absence

Benefits Enrollment for Newborn Baby/Adoption of Child

You must complete your enrollment within 31 days of the child's birth. To add a newborn or newly adopted child to your benefits:

1. Go to [Workday](#) and log in with your assigned OPID and password.
2. Select the [Benefits & Pay](#) application from the menu on the left.
3. Click [Change Benefits](#) under the Tasks and Reports heading.
4. Select your Change Reason, enter your Benefit Event Date and follow the instructions on the right side of the page.
5. Upload the required documentation and click Submit.
6. You'll see a pop-up for [Change Benefit Elections](#). Click Open.
7. Click [Let's Get Started](#).

From there, Workday will walk you through various steps to enroll in benefits. Be sure to complete all these phases:

- Healthcare and adding dependents
- Health Savings Account (HSA) and Flexible Spending Account (FSA)
- Voluntary Insurance
- Additional Benefits (Opt-in to Wellness)

Once you've selected all the benefits you want, Workday will prompt you to review your Selected and Waived Benefits. On this screen, you'll also upload your dependent verification documents (if required) under Attachments. Acceptable dependent verification documents include:

- Birth certificate or proof of birth listing you as the parent
- Adoption certificate, or
- Proof of legal custody

If everything looks correct, click Submit. After you complete the process, you have the option to [View Benefits Statement](#). Save this document for your records.

Payment of Benefits while on LOA

If you are taking additional time (beyond the 6 to 8 weeks of maternity leave AND the 3 weeks of bonding leave) and you have no earned TAP, contact the HR Resource Center via [email](#) or by calling **(614) 533-8888** to arrange for payment of the premium for your medical, dental, vision, life insurance, and long-term disability, if applicable.

Additional Support Resources

MAVEN

Maven offers personalized programs for starting or growing your family.

- **Unlimited video appointments and messaging for support** from providers spanning 35+ specialties, reproductive endocrinologists, adoption and surrogacy coaches, OB-GYNs and more.
- **A dedicated Care Advocate** to help you find the right providers and support you throughout your journey.
- **Financial support for family building** through Maven Wallet for you to use on eligible adoption expenses (up to \$13,460 per adopted child).
- **Trustworthy resources** like expert-vetted articles, provider-led classes like Fertility 101 and Infant CPR, drop-in groups and access to the Maven community.

Visit OhioHealthrewards.com for more details.

OHIOHEALTHY PREGNANCY PROGRAM

The OhioHealthy Pregnancy Program is free to OhioHealth associates enrolled in an OhioHealthy medical plan. As an OhioHealthy member, you will have access to nurses, social workers and healthcare extenders who are there to work together to help you:

- Get the most from your benefits to keep your costs as low as possible
- Find community resources, classes and services
- Receive essential prenatal care education
- Arrange care for your baby after he or she is born

Visit ohiohealthyplans.com for more details.

PREGNANCY PERKS

The Pregnancy Perks is a unique program that is available to associates who are pregnant or adopting a child.

Visit eSource for more details.

BRIGHT HORIZONS RIVERSIDE CHILDREN'S CENTER

OhioHealth associates receive priority on waitlists and special tuition rates.

Visit Bright Horizons for more details about the center.

EAP

OhioHealth EAP provides confidential support for all OhioHealth associates, residents and employed physicians and practitioners, as well as their dependent family members. Each associate, provider and dependent family member is eligible for 12 no-cost confidential counseling sessions per year.

Visit eSource for more details.

Questions?

Contact the HR Resource Center via [email](mailto:hr@ohiohealth.com) or by calling (614) 533-8888.